



Naval Education and  
Training Command

NAVEDTRA 10239-A  
February 1986  
0502-LP-051-1895

Training Manual  
(TRAMAN)

---

# Religious Program Specialist 1 & C

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.**

The public may request copies of this document by following  
the purchasing instruction on the inside cover.



Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this text.

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.**

The public may request copies of this document by writing to Superintendent of Documents, Government Printing Office, Washington, DC 20402-0001 or to the ASO/NPFD, Attention Cash Sales (Code 1013), 5801 Tabor Avenue, Philadelphia, PA 19120-5099.



NAVAL EDUCATION AND TRAINING PROGRAM  
MANAGEMENT SUPPORT ACTIVITY  
PENSACOLA, FLORIDA 32509-5000

ERRATA #1

July 1988

Stock Ordering No.

0502-LP-215-8300

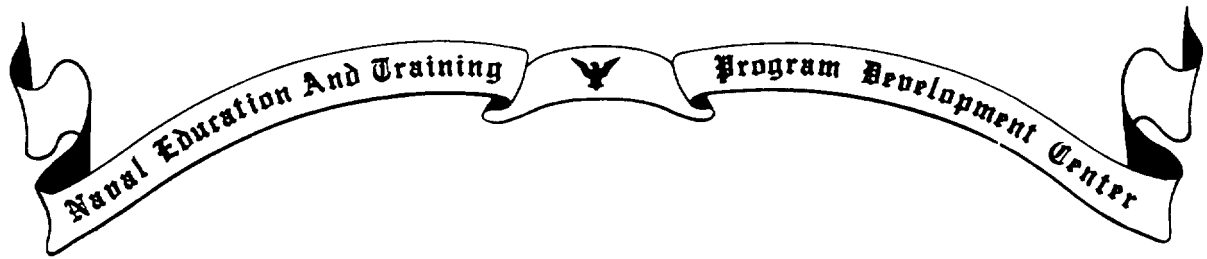
Specific Instructions and Errata for the  
Rate Training Manual/Training Manual (TRAMAN)  
Religious Program Specialist 1&C  
NAVEDTRA 10239-A

No attempt has been made to issue corrections for errors in  
typing, punctuation, etc., which are obvious.

Rate Training Manual/Training Manual (TRAMAN), NAVEDTRA 10239-A

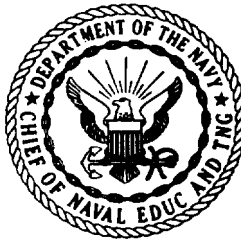
Page 4-22 to page 4-36: Disregard the information beginning with  
"NONAPPROPRIATED FUNDS" on page 4-22 to the end of the material  
before "CHAPEL COUNCILS" on page 4-36. The information on these  
pages is not completely accurate and may be misleading. Further  
information concerning nonappropriated funds will be provided by  
the Office of the Chief of Naval Operations (OP-09G) in the future.





# RELIGIOUS PROGRAM SPECIALIST 1 & C

NAVEDTRA 10239-A



*1986 Edition Prepared by  
RPC Ralph R. Byrd*







# PREFACE

This Rate Training Manual (RTM) and Nonresident Career Course (NRCC) forms a self-study package that will enable naval enlisted personnel to fulfill the requirements for advancement. Religious Program Specialists (RPs) must be able to perform a variety of duties in support of the Command Religious Program aboard ship and at shore installations. In order to render the best possible support, RPs must be able to perform the specific tasks that are defined by each individual occupational standard.

The RP 1 & C is designed for individual study and not formal classroom instruction, and it provides subject matter that relates to certain specific occupational standards for RP 1 & C. Assignments in the NRCC include learning objectives and supporting items designed to lead the student through the course in a systematic manner.

This RTM and the corresponding NRCC were prepared by the Naval Education and Training Program Development Center, Pensacola, Florida, for the Chief of Naval Education and Training. Technical assistance was provided by the Office of the Chief of Chaplains (OP-09G).

Revised 1986

**Stock Ordering No.  
0502-LP-051-1895**

Published by  
NAVAL EDUCATION AND TRAINING PROGRAM  
DEVELOPMENT CENTER

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON, D.C.: 1986

# **THE UNITED STATES NAVY**

## **GUARDIAN OF OUR COUNTRY**

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

## **WE SERVE WITH HONOR**

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

## **THE FUTURE OF THE NAVY**

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

# CONTENTS

CHAPTER	Page
1. The Religious Program Specialist. . . . .	1-1
2. Religious Ministries in the Navy. . . . .	2-1
3. Management of the Office of the Chaplain. . . . .	3-1
4. Financial Management and Logistics . . . . .	4-1
5. Personnel Management . . . . .	5-1
6. Education and Training . . . . .	6-1
INDEX . . . . .	I-1

# RELIGIOUS PROGRAM SPECIALIST 1 & C OCCUPATIONAL STANDARDS

<b>NUMBER</b>	<b>OCCUPATIONAL STANDARD</b>	<b>CHAPTER</b>
<b><u>RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)</u></b>		
<b><u>38 ADMINISTRATION</u></b>		
38634	REVIEW COMPLETED JOB ORDERS AND WORK REQUESTS	3
38755	MAINTAIN LIAISON WITH CIVIC/COMMUNITY ORGANIZATIONS	3, 2
38756	SERVE AS COORDINATOR OF RELIGIOUS EDUCATION	6
38757	SUPERVISE SHIPBOARD LIBRARY OPERATION	3
38758	MONITOR REQUIRED ACTION FOR CORRESPONDENCE/MESSAGES	3
38866	ORGANIZE AND SUPERVISE THE OPERATION OF THE OFFICE OF THE CHAPLAIN	3
38867	COMPILE AND ANALYZE STATISTICAL DATA RELATED TO RELIGIOUS ACTIVITIES	3, 4
38868	PROCESS EMPLOYMENT APPLICATIONS OF AUXILIARY CHAPLAINS, CONTRACT CHAPLAINS AND CLERGY FOR OCCASIONAL MINISTRIES	3
38869	PROCESS APPOINTMENT AND CERTIFICATION OF LAY READERS	3
38971	WRITE DIRECTIVES AND INSTRUCTIONS	3
38977	WRITE CORRESPONDENCE	3
<b><u>44 TRAINING</u></b>		
44002	SCHEDULE AND INSTRUCT VOLUNTEER PERSONNEL IN LITURGICAL FUNCTIONS	6
44007	INSTRUCT PERSONNEL IN BASIC CUSTOMS AND TRADITIONS OF MAJOR RELIGIONS	6, 2
44030	INSTRUCT SHIPBOARD LIBRARY ASSISTANTS	3

<b>NUMBER</b>	<b>OCCUPATIONAL STANDARD</b>	<b>CHAPTER</b>
<b><u>RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)—CONTINUED</u></b>		
<b><u>52 FINANCIAL CONTROL</u></b>		
<b>52030</b>	<b>PREPARE DEPARTMENTAL BUDGET FOR COMMAND RELIGIOUS PROGRAM</b>	<b>4</b>
<b><u>54 LOGISTICS SUPPORT</u></b>		
<b>54602</b>	<b>DETERMINE REQUIREMENTS FOR EQUIPMENT, SUPPLIES AND EDUCATIONAL MATERIAL</b>	<b>4</b>
<b><u>55 GRAPHICS</u></b>		
<b>55003</b>	<b>DESIGN AND LAYOUT PUBLICITY MATERIAL</b>	<b>6</b>
<b><u>CHIEF RELIGIOUS PROGRAM SPECIALIST (RPC)</u></b>		
<b><u>38 ADMINISTRATION</u></b>		
<b>38788</b>	<b>REVIEW REPORTS, RECORDS, AND CORRESPONDENCE REQUIRING OFFICIAL SIGNATURE</b>	<b>3</b>
<b>38871</b>	<b>ORGANIZE AND SUPERVISE THE ADMINISTRATIVE OFFICE OF MAJOR RELIGIOUS SUPPORT ACTIVITIES</b>	<b>3, 5</b>
<b>38872</b>	<b>PREPARE AND PRESENT BRIEFINGS</b>	<b>1, 2, 6</b>
<b>38873</b>	<b>MANAGE THE OPERATION OF RELIGIOUS FACILITIES</b>	<b>3, 5</b>
<b><u>44 TRAINING</u></b>		
<b>44009</b>	<b>INSTRUCT PERSONNEL IN MANAGEMENT SYSTEMS FOR RELIGIOUS EDUCATION PROGRAMS</b>	<b>5, 6</b>
<b>44020</b>	<b>FACILITATE ORIENTATION AND TRAINING OF LAY READERS OF ALL FAITH GROUPS</b>	<b>6</b>
<b><u>52 FINANCIAL CONTROL</u></b>		
<b>52032</b>	<b>AUDIT RELIGIOUS OFFERINGS FUNDS</b>	<b>4</b>
<b>52055</b>	<b>SUPERVISE THE ADMINISTRATION OF A RELIGIOUS OFFERINGS FUND</b>	<b>4</b>
<b>52058</b>	<b>REVIEW DEPARTMENTAL BUDGET FOR COMMAND RELIGIOUS PROGRAM</b>	<b>4</b>
<b><u>54 LOGISTICS SUPPORT</u></b>		
<b>54605</b>	<b>ANALYZE REQUIREMENTS FOR RELIGIOUS FACILITIES</b>	<b>4</b>



## CHAPTER 1

# THE RELIGIOUS PROGRAM SPECIALIST

The Religious Program Specialist (RP) rating was established on 15 January 1979. This rating is designed to provide Navy chaplains with professional support personnel who are skilled in religious programming and administration. Approximately two-thirds of the tasks RPs are trained to perform are in the area of religious programming. The remaining tasks are of a clerical nature. Figure 1-1 lists the primary duties the leading RP will perform.

### THE CHAPLAIN CORPS

The term "chaplain" comes to us from a French legend. According to the legend, Saint Martin of Tours split his cloak in half and shared it with a beggar on a wintry day at the gates of Amiens, France. The cloak was preserved because it was believed to have been shared with Christ, and it became the sacred banner of French kings. The officer tasked with the care of the cloak and

RELIGIOUS PROGRAM SPECIALIST DUTIES
<p>Determine religious program support requirements.</p> <p>Assist in management of religious programs and facilities.</p> <p>Ensure that records of the religious offerings funds are maintained.</p> <p>Manage appropriated funds and property accounts in support of religious programs.</p> <p>Serve as religious offerings fund account custodian for the nonappropriated religious offerings fund.</p> <p>Maintain ecclesiastical documents.</p> <p>Requisition, receive, maintain, and safeguard ecclesiastical equipment and supplies.</p> <p>Assist in assembly and distribution of selected devotional and religious education materials.</p> <p>Assist in the supervision of the office of the chaplain.</p> <p>Coordinate volunteer religious programs.</p> <p>Train personnel in support of religious programs.</p> <p>Serve as coordinator of religious education.</p> <p>Maintain liaison with ecclesiastical and community agencies.</p> <p>Maintain shipboard libraries.</p> <p>Perform administrative duties.</p>

Figure 1-1.—Primary duties of the leading Religious Program Specialist.

with carrying it into battle was called the chaplain or cloak bearer. Chaplain comes from the French word “chapete”—a short cloak. Later, priests or chaplains, rather than field officers, were charged with the care of the sacred cloak.

Chaplains served aboard warships of many nations. In the British and American Navies they collected 4 pence per month from each member of the crew. In return, they rewarded every seaman who learned a psalm by giving him 6 pence.

Besides holding divine services, chaplains were charged with the instruction of midshipmen and the moral guidance of officers and enlisted alike.

It wasn't until the eighteenth century that chaplains were permitted to dine in the wardroom. Previously, they dined in their own cabins, although they were frequently invited to dine with the captain.

The second article of *Navy Regulations* was adopted by the Continental Congress on 28 November 1775. This article made provision for divine services afloat. We quote from the article:

“The Commander of the ships of the thirteen United Colonies are to take care that divine services be performed twice a day on board, and a sermon preached on Sundays, unless bad weather or other extraordinary accidents prevent.”

Although chaplains are not specifically mentioned in this article, it is obvious that Congress intended that the clergy be placed on board naval vessels to conduct worship services.

A Congregational minister, the Reverend Edwards Brooks, was the first chaplain to serve in the Continental Navy. He reported aboard USS *Hancock* in the spring of 1777 and was subsequently captured by the British in May 1777. Sometime later he was exchanged for a captured British chaplain.

The Reverend William Balch was commissioned a chaplain in the United States Navy on 30 October 1799. He is considered to be the first commissioned chaplain of the United States Navy. However, there is clear evidence that William Austin was serving as a chaplain without a commission aboard USS *Constitution* nearly a year before Reverend William Balch reported for duty. Since the practice of using unordained men as chaplains was common in the early days of the Navy, it is not known whether Mr. Austin was an ordained minister. However, since he performed duties as a chaplain and was listed in the

official records of the ship, it appears that the distinction of being the first United States Navy chaplain belongs to him.

During this period, Navy chaplains were expected to serve as teachers of various subjects as well as to perform ministerial functions. In answer to an inquiry made by a member of Congress regarding the duties of a Navy chaplain, on 21 February 1811, the Secretary of the Navy wrote the following:

“The duties of a chaplain in the Navy are to read prayers at stated periods; to perform all funeral ceremonies; to lecture or preach to the crew on Sundays; to instruct the midshipmen and volunteers in writing, arithmetic, navigation, and lunar observations, and when required, to teach other youths of the ship.”

This statement summarizes the regulations that were set forth in 1802. Therefore, it is obvious that the main burden of preparing junior officers for their future duties rested upon chaplains. This trend continued until the government established the Naval Academy at Annapolis in 1845.

After the establishment of the Naval Academy, chaplains began to devote more attention to their ministerial duties and less to teaching midshipmen. However, the regulations of 1939 shown in figure 1-2 clearly indicate that the chaplain was expected to assist personnel who were deficient in certain academic subjects (item 5 in the figure). The duties of the chaplain were not significantly modified during World War II.

Navy chaplains have distinguished themselves in several professional areas throughout United States history. The foregoing account shows the importance that has been placed on the chaplaincy in the Navy.

Three correspondence courses provide a detailed history of the Chaplain Corps. They are History of the Chaplain Corps, Part I, which presents the history of the Chaplain Corps from the days of the Continental Navy to 8 September 1939; History of the Chaplain Corps, Part II, which continues the history of the Chaplain Corps through 1949; and History of the Chaplain Corps, Part III, which presents the history of the Chaplain Corps during the Korean War. The personnel in the command's educational services office will order these courses upon request.



## NAVY REGULATIONS (1939)

The chaplain shall—

(1) Perform divine services aboard his own ship when prescribed by the commanding officer.

(2) Perform divine services aboard other ships and at shore stations and naval hospitals when directed by the senior officer present.

(3) Facilitate performance of divine service by clergymen of churches other than his own as directed by his commanding officer.

(4) Form voluntary classes for religious instruction as directed by the commanding officer.

(5) Supervise instruction of those deficient in elementary subjects, reporting quarterly in writing to his commanding officer on the character, hours, and progress of instruction given each individual so instructed.

(6) Visit the sick daily or more often unless their condition renders these visits inadvisable.

(7) At quarters, report to his battle station as directed by the commanding officer, who shall assign the chaplain a station where he may attend the wounded.

(8) At daily quarters, report his presence aboard to the executive officer.

(9) As required by section 1398 R.S., report annually to the Secretary of the Navy (via official channels) all official services performed by him.

(10) As provided by section 1397 R.S., conduct public worship according to the manner and form of his own church.

(11) In case of sickness, death, or other emergency call on the homes of men whose families reside in the vicinity of the ship. In addition to emergency calls, he shall, when occasion offers, make such calls on families as he may deem desirable for the development of a sense of interest by the ship in the welfare of the men and of families.

(12) Report to the Bureau of Naval Personnel all marriages, funerals, and baptisms at which he officiates, giving names, dates, and places.

Figure 1-2.—Navy regulations (1939) outlining duties of a Navy chaplain.

## **PURPOSE OF THE CHAPLAIN CORPS**

The Navy Chaplain Corps is comprised of representatives of the various religious bodies of the United States. The purpose of the Navy Chaplain Corps is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, and personal well-being of members of that establishment by providing the ministries appropriate to their rights and needs. This may involve providing ministries to dependents and other authorized individuals. The chaplain's ministries normally include conducting worship services, liturgies, and rites; providing religious education and pastoral ministries; organizing spiritual renewal activities; and participating in humanitarian projects.

## **COMMISSIONING OF NAVY CHAPLAINS**

Quotas for Navy chaplains are established by government authority and are based upon the overall national population for the various faith groups. The right of these groups to establish standards for their clergy seeking commissioning as naval officers in the staff corps (Chaplain Corps) is recognized by the Navy. This approval is referred to as an ecclesiastical endorsement. The Navy Department will not commission or call to active duty any member of the clergy who has not received an ecclesiastical endorsement. In addition to an ecclesiastical endorsement, a candidate for commissioning in the Chaplain Corps must have completed 3 years, or 90 semester hours of graduate study leading to a master of divinity degree, or an equivalent theological degree. Candidates must also meet the required age and physical qualifications.

## **THE CHIEF OF CHAPLAINS**

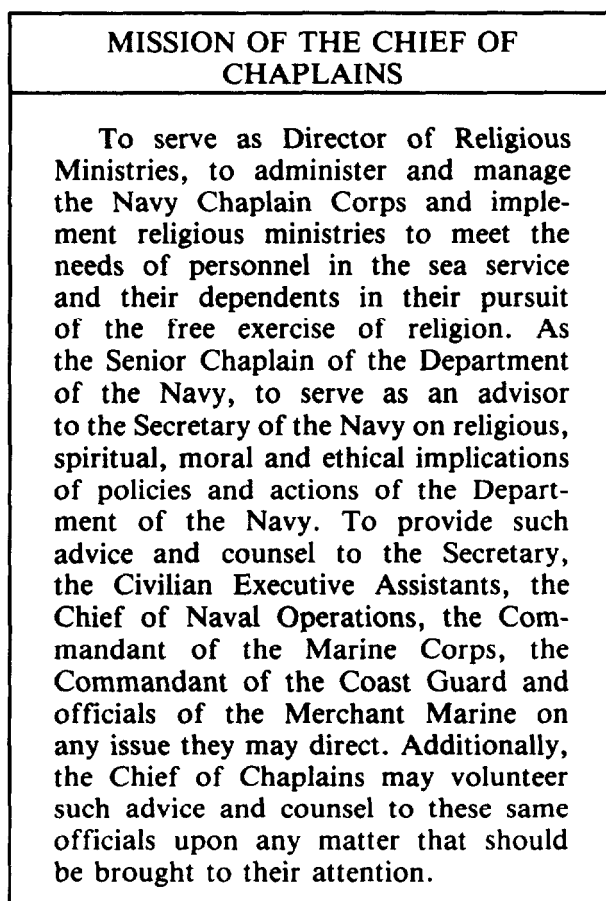
Respect and custom established the unofficial title "Chief of Chaplains" before its official establishment by an act of Congress on 22 December 1944. Since March 1945, the Navy's Chaplain Corps has been headed by a Chief of Chaplains with the rank of rear admiral. An organizational change in the Office of the Chief of Naval Operations occurred in November 1981

whereby the Chief of Chaplains was designated as OP-09G (formerly OP-01H). Specific guidance concerning this reorganization was provided in OPNAVNOTE 5430 dated 23 November 1981. The mission of the Chief of Chaplains as outlined in OPNAVINST 1730.7 is shown in figure 1-3.

## **ORGANIZATION OF THE OFFICE OF THE CHIEF OF CHAPLAINS**

As stated above, the Office of the Chief of Chaplains is within the purview of the Chief of Naval Operations and is designated OP-09G. In order to accomplish the mission of the Chief of Chaplains, the Office of the Chief of Chaplains is organized into various branches and divisions.

The current organization of the Office of the Chief of Chaplains is outlined below. Each division and branch contributes to the



**Figure 1-3.—Mission of the Chief of Chaplains.**

accomplishment of the mission of the Chief of Chaplains.

<u>CODE</u>	<u>TITLE</u>
OP-09G	Chief of Chaplains/Director of Religious Ministries
OP-09GB	Deputy Chief of Chaplains/Deputy Director of Religious Ministries
OP-09GA	Executive Assistant
OP-09GA1	Administrative Officer
OP-09G1	Director, Professional Development and Religious Programs Division
OP-09G11	Head, Professional Development Branch
OP-09G12	Head, Religious Program Branch
OP-09G13	Head, Chaplain Corps History Branch
OP-09G2	Director, Plans, Policy, Programming, Budget and Accessions Division
OP-09G21	Head, Planning and Programming Branch
OP-09G22	Head, Personnel Plans and Accessions Branch
OP-09G23	Head, Budget and Fiscal Branch
OP-09G24	Head, Religious Program Specialist Branch
OP-09G3	Director, Distribution and Placement Division
OP-09G31	Head, Distribution and Placement Branch
OP-09G32	Head, Inventory Systems Branch
OP-09G4	Director, Ecclesiastical Relations and Recruitment Division
OP-09G41	Head, Ecclesiastical Relations and Recruitment Branch
OP-09G42	Head, Minority Affairs and Recruitment Branch
OP-09GM	Assistant for U.S. Marine Corps (ADDU)
OP-09GR	Assistant for Naval Reserve Chaplain Program (ADDU)

## **BASE FACILITIES USED AS CHAPELS**

It is important to note that base facilities used as chapels are government property and are not controlled or regulated by the religious bodies of America. The purpose of these facilities is to support a Command Religious Program (CRP) in the maintenance of morale, and in the preservation of the right of military personnel to the free exercise of religion. The commanding officer has authority to use buildings designated as chapels for a multitude of religious, command, and civil activities. Normally the command chaplain serves as an advisor to the commanding officer on the use of base facilities that are used as chapels. The RP assists the command chaplain in ensuring that Department of Defense policy and local command directives are followed concerning the proper use of spaces designated for use by the CRP.

Almost all shore installations have at least one fully equipped facility for use by all religious groups represented by command personnel. When no other base facilities are available for use as a chapel, services are usually conducted in the theatre or the auditorium.

## **THE COMMAND CHAPLAIN**

The ranking (senior) chaplain is usually designated as the command chaplain when more than one chaplain is assigned to a command. Besides advising the command on matters pertaining to religion and morale, the command chaplain supervises the ministries of all other chaplains assigned to the unit. These chaplains are referred to as assistant chaplains. Also, the command chaplain performs duties similar to those of a department head or division officer in relation to managing RPs and other enlisted personnel who may be assigned duties in the office of the chaplain.

The command chaplain is a key officer in promoting the religious and general well-being of command personnel. The command chaplain serves as an advisor to the commanding officer on religious and morale matters. Collateral duties of the chaplain are properly confined to the field of religion and morale so as not to interfere with the chaplain's primary duties. An example of appropriate collateral duty is the responsibility to furnish the commanding officer with information on the ceremonies of religious institutions and

customs of various foreign countries, so that proper respect can be paid. Chaplains need to be informed concerning local religious beliefs and value systems in order to perform this collateral duty. The RP may be tasked by the chaplain to research the religious beliefs of a particular country to determine what steps should be taken to show the country and its citizens the proper respect.

### **HISTORY OF THE RELIGIOUS PROGRAM SPECIALIST (RP) RATING**

The concept of chaplain's assistant dates back to 1878 when a committee of chaplains recommended to the Navy Department that a chaplain's assistant be assigned to each ship that had a chaplain assigned. This assistant would have been a schoolmaster who could play the organ and lead singing. Although the recommendation was not adopted, the idea was given support by successive generations of chaplains.

### **THE CHAPLAIN'S SPECIALIST— SPECIALIST (W)**

Early in 1942 the Navy Department took the first steps which led to the establishment of the Specialist (W) rating for chaplain's assistant. The (W) referred to welfare and it was decided that this rating would be established only for the duration of World War II. The first officially designated chaplain's assistant in the history of the Navy was W. Everett Hendricks. He was authorized to enlist on 23 April 1942 with the rate of Specialist (W) first class. Hendricks was assigned to duty in the chaplain's office of the Naval Training Station, Great Lakes, Illinois. He was a talented musician and choir leader and had much to do with the success of the famed Great Lakes' Bluejacket Choir.

The first publicity that was given to the new rating by the Bureau of Naval Personnel (now Naval Military Personnel Command) actually appeared in a directive dated 25 June 1942 addressed to the Navy Recruiting Service. Eleven specialist ratings were identified in this directive, including Welfare or Chaplain's Assistant. Those interested in Specialist (W) were directed to obtain information regarding specific qualifications from the Chief of Chaplains.

This directive was followed by a circular that outlined the required qualifications for Specialist

(W). The circular was prepared and distributed by the chaplains division. A college education was identified as being desirable but not absolutely necessary for applicants. Every Specialist (W) had to be able to play the piano and organ for religious services and other gatherings. Also, the Specialist (W) was expected to be a competent choir director.

Just as RPs today cannot exercise any of the ministerial functions of a member of the clergy, a Specialist (W) was not expected to serve as a religious leader. The circular stated specifically that the specialist should be willing to serve anywhere and under any conditions.

Applicants under 25 years of age who were accepted were given a third class rate; those between 25 and 28 were given a second class rate; and those over 28 were given a first class rate. Those personnel who enlisted directly into the rating were sent to a training station for naval indoctrination before being assigned duties with a chaplain.

The Bureau of Naval Personnel ruled that Specialists (W) could not serve aboard ship. It was decided that they would be used only within the limits of the continental United States and at selected overseas bases. RPs today are afforded a greater variety of duty assignments, including serving aboard numerous types of naval vessels.

The possibility of having Specialists (W) assigned throughout the Naval Shore Establishment was greeted with enthusiasm by Navy chaplains. Because of the constant transfer of personnel, chaplains had found it extremely difficult to maintain qualified musicians at their commands. The assignment of Specialists (W) helped to solve this problem, and chaplains throughout the Navy hastened to help qualified applicants become Specialists (W).

### **SELECTION AND TRAINING OF SPECIALIST (W)**

Most of the applicants for Specialist (W) had backgrounds as music teachers, professional musicians, or as church ministers-of-music. Many were also graduates of the leading schools of music in the country. Initially, these specialists received their training directly from the chaplains; however, this system proved to be inadequate. In the fall of 1942, as part of an experiment, Specialists (W) started attending some of the classes at the chaplains' school located at Norfolk, Virginia. This experiment was so successful that the chaplains' division decided to

require all new Specialists (W) to take a course of indoctrination at the chaplains' school.

The 8-week course of indoctrination for Specialist (W) training at the chaplains' school included instruction in naval etiquette; choir organization; rehearsal procedures; Navy Relief; music for Protestant, Roman Catholic, and Jewish services; military weddings and funerals; and some practical applications in shorthand and typing. Many of these same subjects, or similar ones, are being taught today in the RP A school, which is located at the Naval Technical Training Center, Treasure Island, San Francisco, California.

Between April 1942 and August 1945, the Bureau of Naval Personnel selected 509 applicants for the Specialist (W) rating out of 1,455 applications. Approximately 350 of the specialist selectees attended the indoctrination course at the chaplains' school. This training helped Specialist (W) petty officers to advance quite rapidly. Alfred R. Markin was advanced to Chief Specialist (W) on 29 February 1944 and is recognized as the first individual to advance to this rate. A total of 30 specialists (W) were advanced to chief petty officer, and most of these senior petty officers were assigned to large training centers and in the offices of district, force, or fleet chaplains.

Women also distinguished themselves as Specialists (W) during the war. Thirty-eight WAVES were selected to serve in the rating. Virginia T. Moore was the first woman to be selected as a Specialist (W) and was subsequently assigned duty in November 1943 in Washington, D.C. The first WAVES to attend the chaplains' school in June 1944 were recognized as highly motivated, dedicated, and conscientious students.

The first member of the Coast Guard to receive the rating of Specialist (W) was Emil Zemarel in November 1943. Thirty-five men and twelve women of the Coast Guard were assigned to this rating, and thirty of these individuals attended the chaplains' school. The Coast Guard assigned some of the men of this rating to ships.

### **Specialists With the Marines**

In February 1942, before the Navy had taken action in regard to Specialists (W), the Marine Corps established a rating known as Chaplain's Assistant (SSN534). The first marine to receive the new classification was Gilbert Dean Arnold, who was made a master technical sergeant, the equivalent of a chief petty officer in the Navy. In addition to 105 active duty marines, thirty-five

members of the Marine Corps Women's Reserve became Chaplain's Assistants. Unlike the Navy and Coast Guard, who instituted the Specialist (W) as a wartime measure, the Marine Corps announced that it intended to retain its rating of Chaplain's Assistant after the war.

### **Performance Appraisal of Specialist (W)**

Chaplains' correspondence contains many references attributed to the outstanding work of the Specialist (W). As a chaplain's assistant, the specialist took care of many details relating to worship services. This included preparing worship folders and bulletins, sending out publicity, rigging chapel spaces, and providing instrumental or vocal music for services. Also, the Specialist (W) was made available to provide special music for funerals, weddings, and other occasions.

Since Specialists (W) often served as managers of the chaplain's office, they were called upon to answer many questions from sailors and their dependents. An efficient assistant was able to answer many routine inquiries, thus relieving the chaplain for other important duties and problems.

Chaplains who knew from experience the value of Specialists (W) often had occasion to voice their opinions concerning the lack of such assistants when transferred to ships or stations where this rating was not assigned.

After the war was over, Specialists (W) began to disappear from the offices and worship services of the chaplains. In spite of the desire of the chaplains' division to retain this rating, the Department of the Navy decided that Specialist (W) was an emergency rating only. Upon the loss of these trained assistants, chaplains found themselves having to return to prewar practices to obtain the musical talent formerly found in their respective units. Such assistance often had to be obtained from outside sources. In addition, the Specialist (W) was no longer present to provide the valued administrative assistance as in the past.

The Navy Department inaugurated a new rating structure on 1 April 1948. Among the new general service ratings that were established was the rating of Personnelman. Members of this rating were assigned personnel administration duties in various offices, including the chaplain's office. Personnel of this rating who had a job classification as chaplain's assistant could be assigned duty with chaplains.

**YEOMAN CHAPLAIN'S  
PROFESSIONAL ASSISTANT  
(YN-2525)**

Until 1979, personnel of the Yeoman rating were sometimes designated as the Chaplain's Clerk (YN-2525). The purpose of the YN-2525 was to assist the chaplain in conducting the Command Religious Program. Figure 1-4 describes the duties of the YN-2525 Chaplain's Professional Assistant.

In most cases, chaplains had to justify the need for a YN-2525 billet before a Yeoman could be assigned to the office of the chaplain. This proved to be a time-consuming process and placed the CRP in direct competition with other command departments for the services of personnel. Often, unqualified personnel (those lacking the YN-2525 designation) were assigned to the office of the chaplain as temporary solutions to manning problems.

Many of the individuals who worked in the office of the chaplain, both those with the YN-2525 designation and those without, performed admirably under difficult circumstances. However, the pursuit of a permanent rating to assist the chaplain in managing the CRP remained a primary goal of the Chief of Chaplains.

**RELIGIOUS PROGRAM  
SPECIALISTS**

The 101-year quest for a permanent Chaplain's Assistant rating was finally realized on 15 January 1979 when the Secretary of the

Navy approved the establishment of the Religious Program Specialist (RP) rating. Stringent selection requirements were set, and personnel requesting lateral conversion from another rating to the RP rating had to be interviewed and recommended by a Navy chaplain. The commanding officer also had to recommend the applicant. An individual requesting conversion to RP had to be a high school graduate or have a GED equivalent; be eligible for access to classified information; have demonstrated support of the Navy's Equal Opportunity Program; have no speech impediments and have demonstrated the ability to write effectively; have no conviction in civilian or military court within the past 3 years; and be willing to support persons of all faith groups. These requirements have not changed since the establishment of the rating. Obviously, a person must be trustworthy, dedicated, and quite conscientious in order to serve as a Religious Program Specialist.

Two important points should be noted regarding personnel selections for the RP rating: (1) RP personnel are combatants and (2) RPs are limited to performing religious program tasks that do not require ordination or licensing. Even though members of the rating are required to support chaplains and persons of all faith groups, a Religious Program Specialist does not conduct worship services, administer sacraments and ordinances, or function as a pastoral counselor. RPs cannot exercise any of the ministerial functions of a member of the clergy or Navy chaplain.

On 9 May 1979, the Chief of Naval Operations approved the RP rating insignia, which is

YN-2525 DESCRIPTION OF DUTIES
<p><b><u>YN-2525 Chaplain's Professional Assistant</u></b></p> <p>Assists chaplain by promoting the religious program and performing administrative duties. Prepares correspondence, requisitions, purchase orders, reports, and religious documents. Maintains material, fund, and interview records. Publishes schedules of services and programs. Schedules chaplain appointments and keeps log of events. Operates office and audiovisual equipment. Protects privileged communications. Maintains chapel equipment and supplies. Supervises rigging according to designed liturgical practice. Follows the liturgical calendar and uses ecclesiastical titles and terms.</p>

Figure 1-4.-Description of duties for chaplain's professional assistant (YN-2525).

shown in figure 1-5. It consists of a compass, a globe, and an anchor. The compass suggests direction, which religion gives to life; the globe symbolizes that religious ministries are available throughout the world; and the anchor indicates that religious support is provided continually for personnel of the sea services.

### CAREER OPPORTUNITIES FOR RPs

The enlisted career pattern for RPs is shown in figure 1-6. However, career opportunities for highly motivated and talented personnel are not limited to the enlisted ranks. Personnel who meet certain specific requirements may apply for commissioning to Warrant Officer Ship's Clerk (741X) and/or to Limited Duty Officer Administration (641X). Because the commanding officer's recommendation for these commissioning programs is based upon consistent outstanding performance, candidates must recognize the need to "rise above the norm." Personnel who often perform "above and beyond the call of duty" are the ones the Navy needs to select for these commissioning programs.

There is no substitute for sustained superior performance in any paygrade, so all personnel, whether interested in a commission or not, should strive to maintain optimum performance standards throughout their tour of duty in the Navy. As personnel managers, senior RPs should

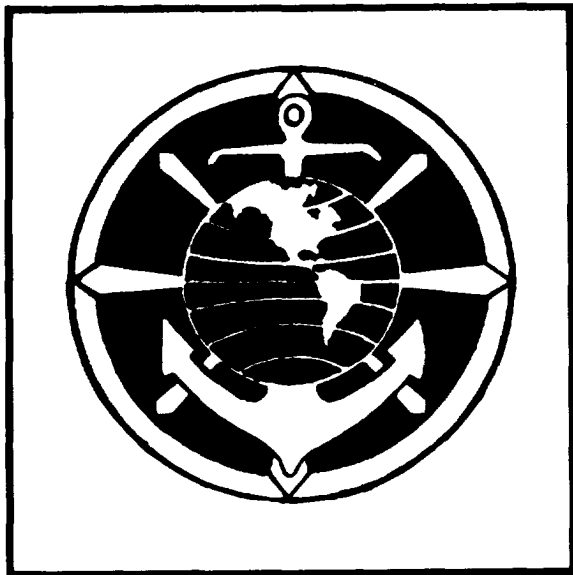


Figure 1-5.—Religious Program Specialist rating insignia.

always note outstanding performance of subordinates and identify positive characteristics of top performers who should be encouraged to apply for commissioning.

### SKILLS AND KNOWLEDGE REQUIRED OF RPs

Skills and knowledge required of RPs are specifically defined in occupational standards. Occupational standards delineate specified tasks that demonstrate the ability to perform within a given paygrade. While personnel are required to meet all standards of their present paygrade, they must maintain the requirements of all paygrades leading to their present one.

It should be noted that occupational standards are MINIMUM standards representing the lowest level of skill required for RPs to function effectively at a given paygrade to fulfill Navy needs. Occupational standards reflect the Navy's requirements for enlisted skills as determined by manpower management. They also form the basis for personnel training and advancement.

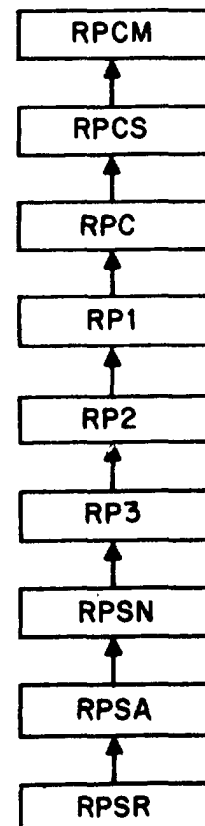


Figure 1-6.—Career pattern for Religious Program Specialist.

Occupational standards are reviewed and revised periodically, usually every 5 to 6 years. The purpose of these reviews is to keep Navy ratings as current as possible, since occupational standards may be affected by changes made to official directives. RP occupational standards experienced their first review in 1984. Figures 1-7, 1-8, and 1-9 show the current occupational standards for RP1 through RPCM. These occupational standards which were effective 1 October 1985, will be in effect until the next review. The

most recent revisions to the occupational standards for RPs were based upon recommendations provided by the Office of the Chief of Chaplains.

As you study the occupational standards, you will note that individuals must possess greater skills and knowledge as they move up the enlisted ladder. Greater skills and knowledge may be enhanced through RP A and C schools; Navy schools such as Leadership Management Education and Training (LMET); Career Counselor,

## **RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)**

### **38 ADMINISTRATION**

- 38634 REVIEW COMPLETED JOB ORDERS AND WORK REQUESTS
- 38755 MAINTAIN LIAISON WITH CIVIC/COMMUNITY ORGANIZATIONS
- 38756 SERVE AS COORDINATOR OF RELIGIOUS EDUCATION
- 38757 SUPERVISE SHIPBOARD LIBRARY OPERATION
- 38758 MONITOR REQUIRED ACTION FOR COR-  
RESPONDENCE/MESSAGES
- 38866 ORGANIZE AND SUPERVISE THE OPERATION OF THE OFFICE OF  
THE CHAPLAIN
- 38867 COMPILE AND ANALYZE STATISTICAL DATA RELATED TO  
RELIGIOUS ACTIVITIES
- 38868 PROCESS EMPLOYMENT APPLICATIONS OF AUXILIARY  
CHAPLAINS, CONTRACT CHAPLAINS AND CLERGY FOR  
OCCASIONAL MINISTRIES
- 38869 PROCESS APPOINTMENT AND CERTIFICATION OF LAY READERS
- 38971 WRITE DIRECTIVES AND INSTRUCTIONS
- 38977 WRITE CORRESPONDENCE

### **44 TRAINING**

- 44002 SCHEDULE AND INSTRUCT VOLUNTEER PERSONNEL IN  
LITURGICAL FUNCTIONS
- 44007 INSTRUCT PERSONNEL IN BASIC CUSTOMS AND TRADITIONS  
OF MAJOR RELIGIONS
- 44030 INSTRUCT SHIPBOARD LIBRARY ASSISTANTS

### **52 FINANCIAL CONTROL**

- 52030 PREPARE DEPARTMENTAL BUDGET FOR COMMAND RELIGIOUS  
PROGRAM

### **54 LOGISTICS SUPPORT**

- 54602 DETERMINE REQUIREMENTS FOR EQUIPMENT,  
SUPPLIES AND EDUCATIONAL MATERIAL

### **55 GRAPHICS**

- 55003 DESIGN AND LAYOUT PUBLICITY MATERIAL

Figure 1-7.—Occupational standards for Religious Program Specialist First Class.



## CHIEF RELIGIOUS PROGRAM SPECIALIST (RPC)

### 38 ADMINISTRATION

- 38788 REVIEW REPORTS, RECORDS, AND CORRESPONDENCE  
REQUIRING OFFICIAL SIGNATURE
- 38871 ORGANIZE AND SUPERVISE THE ADMINISTRATIVE  
OFFICE OF MAJOR RELIGIOUS SUPPORT ACTIVITIES
- 38872 PREPARE AND PRESENT BRIEFINGS
- 38873 MANAGE THE OPERATION OF RELIGIOUS FACILITIES

### 44 TRAINING

- 44009 INSTRUCT PERSONNEL IN MANAGEMENT SYSTEMS  
FOR RELIGIOUS EDUCATION PROGRAMS
- 44020 FACILITATE ORIENTATION AND TRAINING OF LAY  
READERS OF ALL FAITH GROUPS

### 52 FINANCIAL CONTROL

- 52032 AUDIT RELIGIOUS OFFERINGS FUNDS
- 52055 SUPERVISE THE ADMINISTRATION OF A RELIGIOUS  
OFFERINGS FUND
- 52058 REVIEW DEPARTMENTAL BUDGET FOR COMMAND  
RELIGIOUS PROGRAM

### 54 LOGISTICS SUPPORT

- 54605 ANALYZE REQUIREMENTS FOR RELIGIOUS FACILITIES

## SENIOR CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCS)

### 35 ADMINISTRATION

- 35101 ESTABLISH AND IMPLEMENT A PROGRAM FOR  
INTERVIEWING, EVALUATING, AND ASSIGNING  
PERSONNEL
- 35476 PROVIDE INFORMATION AND ADVISE ON UTILIZA-  
TION, CAPABILITIES, RELIABILITY AND OPERA-  
TIONS IN OWN AREA OF RESPONSIBILITY
- 35517 FUNCTION AS SHIPBOARD LIBRARY OFFICER

### 44 TRAINING

- 44376 ORGANIZE AND SCHEDULE TRAINING PROGRAMS  
AND EVALUATE EFFECTIVENESS

### 65 PERSONNEL SUPPORT

- 65020 PROVIDE INFORMATION CONCERNING THE  
CHAPLAIN CORPS PROFESSIONAL DEVELOPMENT  
SYSTEM
- 65021 COORDINATE THE PUBLIC WORSHIP, DEVOTIONAL  
AND RELIGIOUS EDUCATION MATERIALS PROGRAM

Figure 1-8.-Occupational standards for Religious Program Specialist Chief and Senior Chief.

## MASTER CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCM)

### 35 ADMINISTRATION

- 35485 PLAN, ORGANIZE, IMPLEMENT, AND CONTROL  
ACTIVITIES IN OWN AREA OF RESPONSIBILITY
- 35486 REVIEW POLICY STATEMENTS, OPERATION ORDERS  
AND DIRECTIVES
- 35491 FORECAST FUTURE REQUIREMENTS
- 35492 REVIEW PERSONNEL, EQUIPMENT AND MATERIAL  
REQUIREMENTS
- 35493 ESTABLISH GOALS, OBJECTIVES AND PRIORITIES
- 35494 DETERMINE MOBILIZATION REQUIREMENTS
- 35495 EVALUATE RELIGIOUS PROGRAMS OF SUBORDINATE  
COMMANDS AND RECOMMEND IMPROVEMENTS
- 35671 PREPARE STAFF STUDIES

### 51 MAINTENANCE PLANNING AND QUALITY ASSURANCE

- 51012 REVIEW PLANS FOR RELIGIOUS FACILITIES  
CONSTRUCTION

### 52 FINANCIAL CONTROL

- 52298 DEVELOP OPERATING BUDGETS AND MONITOR  
EXPENDITURES

Figure 1-9.—Occupational standards for Master Chief Religious Program Specialist.

and Instructor Training (IT); correspondence courses; college courses; and seminars. One of the most valuable mediums of training RPs is through on-the-job training (OJT).

### **PREPARATION FOR ADVANCEMENT**

All of the above information relating to career opportunities for RPs is amplified in Rate Training Manuals (RTMs) for the RP rating. Rate training manuals are written to support the effective implementation of occupational standards and to assist advancement candidates. RTMs are revised periodically to conform with the official publications, directives, documents, and instructions on which they are based. RPs should always refer to current official sources in the performance of their duties. Personnel who prepare the fleetwide examinations for advancement use the most current regulations, publications and directives. For that reason, as well as having up-to-date information pertaining to the duties of the rating, the RP should stay completely

informed on any changes that occur in official publications related to the rating.

The RTM and the Bibliography for Advancement Study (NAVEDTRA 10052) are two important elements in preparing for advancement. The Bibliography for Advancement Study is revised and issued each year by the Chief of Naval Education and Training to assist personnel in studying for advancement. RPs should check with the personnel in the local command's educational services office to ensure that they have the most current bibliography.

### **RATE TRAINING MANUAL OVERVIEW**

This rate training manual (RTM) provides information directly related to the occupational standards for RP1 and RPC. The RTM will discuss the role the RP1 and RPC play in the following areas: religious ministries in the Navy; management of the office of the chaplain; financial management; logistics; personnel management; and education and training.